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Spring 2020

## INT 322-002: Contract Documents (Revised for Remote Learning)

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### Recommended Citation

Bess, Mark, "INT 322-002: Contract Documents (Revised for Remote Learning)" (2020). *School of Art and Design Syllabi*. 61.

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# INT 322: CONTRACT DOCUMENTS *(revised for electronically mediated remote learning)*

## COURSE OVERVIEW:

*This is a revised syllabus to account for the COVID-19 pandemic and the State of New Jersey mandated "stay at home" order. The course will continue as a traditionally taught course with the lectures and assignments delivered electronically using the university approved WebEx platform. Deadlines are as originally scheduled and remain unchanged.*

Interior architecture depends on the blending of professional practice, design firm management as well as field construction administration. Contract documents are the means by which interior designs are communicated to the building industry, code officials, product manufacturers, suppliers and fabricators. However their successful production relies on several important firm operations.

This course will focus on three important aspects of the construction documents environment; professional practice, project documentation and construction administration responsibilities.

Practice issues include methods of project delivery, legalities of business formation, building codes for interior designers, professional liability and ethical issues as well as basic project management.

Additionally, the class will review the basics setting up an interior design project including agreements, key elements of drawing production and specification development.

Finally the course will examine the designer's role during the construction process leading up to and including project closeout.

## LEARNING OBJECTIVES:

The objective of the course is to expose students to the basic operations of an interior design practice and generating the end product; contract documents. Students will learn the importance of, and the various requirements to, maintain professional status.

## COURSE FORMAT & REQUIREMENTS:

Course lectures and physical examples will illustrate issues and examples related to the practice of interior design. Each class will contain a presentation related to the practice of interior design and the documentation of an interior design. Students are required to generate drawings illustrating specific aspects of construction documentation, conduct material research and prepare specification sections. *After spring break, the course will be delivered electronically with video recorded lectures and assignments posted on the Canvas website. The entire class is scheduled to meet as a group using Webex as scheduled every two weeks to review course work and share insights and comments. Students can view the lectures with associated pdf format slides and supplementary reading material anytime prior to in person scheduled meeting times. Proctored test and exams are delivered electronically and assignments are uploaded through Canvas.*

Course requirements will be comprised of testing and individual projects for evaluation.

## MEANS OF EVALUATION:

The semester is based on a point system. The semester consist of 115 points as follows:

- 10 points One Test (10 points)
- 15 points One Test (15 points)
- 15 points Mid Term Exam (covers weeks 1-7 inclusive)
- 15 points Final Exam Comprehensive (focus is on week 8 to end of course)
- 10 points Two Assignments (1a & 1b @ 5 points each)
- 50 points Five Assignments (2-6 @ 10 points each)

Undergraduate Grading Point Scale: *For special grading accommodations due to the COVID-19 pandemic, refer to:*  
<http://www5.njit.edu/provost/news/>

A: 105-115	C+: 91-94	F: Below 77
B+: 101-104	C: 87-92	
B: 95-100	D: 77-86	

## READING:

Required Book: This book is required reading for the course.

*Construction Drawings and Details for Interiors*  
W. Otie Kilmer & Rosemary Kilmer  
Published by John Wiley & Sons ISBN 978-0-470-19041-8

Book on Reserve: This book is on Reserve in the Library.

*In DETAIL*  
*Interior Spaces - Space, Light, Materials*  
Edited by Christian Schittich  
Published by Birkhauser

## ACADEMIC INTEGRITY:

Academic integrity and honesty are of paramount importance. Cheating and plagiarism will not be tolerated. The NJIT Honor Code will be upheld, and any violations will be brought to the immediate attention of the Dean of Students. All students are responsible for upholding the integrity of NJIT by reporting any violation of academic integrity to the Office of the Dean of Students (<http://www.njit.edu/doss>). The identity of the student filing the report will remain anonymous. The "University Code on Academic Integrity" can be found at (<http://www.njit.edu/academics/pdf/acadmic-integrity-code.pdf>)

Week	Date	Practice Topics	Document Topics
1	Jan 21	Introduction: Overview, Expectations & Goals	
		Clients	
2	Jan 28	Introduction to Construction Drawings	Floor Plans
			Assignment #1a (Field Dwg.) Issued
3	Feb 04	Design Firms – Context for Interior Design	Plan Dimensioning
			Assignment #1a Due – In Class Pinup
			Assignment #1b (Dimension) Issued
4	Feb 11	<b>TEST #1 (covers weeks 1-3)</b>	Assignment #1b Due – In Class Pinup
		Building Codes for Interior Design	
5	Feb 18	Project Delivery	Reflected Ceiling Plans
			Assignment #2 (RCP) Issued
6	Feb 25	Bidding	Interior Elevations
			Assignment #2 Due – In Class Pinup
			Assignment #3 (Elevation) Issued
7	Mar 03	Agreements	ASID ID 100
		Introduction to Specifications	Assignment #3 Due
8	Mar 10	<b>MIDTERM EXAM (covers weeks 1-6)</b>	Assignment #4 (Proposal) Issued
		Interior Designer Testing and Licensure	
9	Mar 17	<b>SPRING BREAK</b>	Read: ASID-IDC Impact Summit 2017
10	Mar 24	Project Variables (video lecture)	Finish Plans & Schedules (video lecture)
			Assignment #4 Due (upload to Canvas)
			Assignment #5 (Spec.) Issued
11	Mar 31	<b>TEST #2 (covers weeks 7-10)</b>	(Proctored Test on Canvas)
		Door & Hardware Schedules (video lecture)	
12	Apr 07	General Conditions (video lecture)	Assignment #5 Due (upload to Canvas)
			Assignment #6 (Schedules) Issued
13	Apr 14	Professional Liability (video lecture)	AISD Code of Ethics (video lecture)
		Ethics (video lecture)	(Additional ethics based readings on Canvas)
14	Apr 21	Construction Administration (video lecture)	HVAC Drawings (video lecture)
			Assignment #6 Due (upload to Canvas)
15	Apr 28	Project Management (video lecture)	Plumbing Drawings (video lecture)
		<b>FINAL EXAM (Focus on Weeks 7-15)</b>	(Proctored Exam on Canvas)